

# Download and Print Documents Feature

This feature has been made available in the EHBs as of January 19, 2017.



The **Download and Print Documents** feature allows Grantees to access critical documents related to a Grant from one single location.

## Overview

During a Grant life cycle, there are several documents that are generated. Users can currently print documents related to a Grant but to access these documents, the user needs to navigate several different views.

The **Download and Print Documents** feature allows Grantees to access critical documents related to a Grant from one single location. You can search and select all the pertinent documents you need, and download them as PDF files or in Zip format that bundles all the selected files in their original format, such as Microsoft-Word, Microsoft-Excel. All your print packages will be available for download for 30 days. Access to the list of documents is controlled by the users' access privileges.

Selecting and printing the documents is done in 3 easy steps,

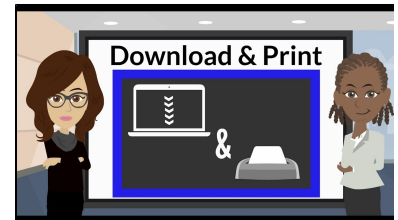
1. Search and select a Grant's related documents and submit request
2. EHBs sends email when their selections are available
3. Go to the download location and download the documents in PDF or Zip format



## On This Page

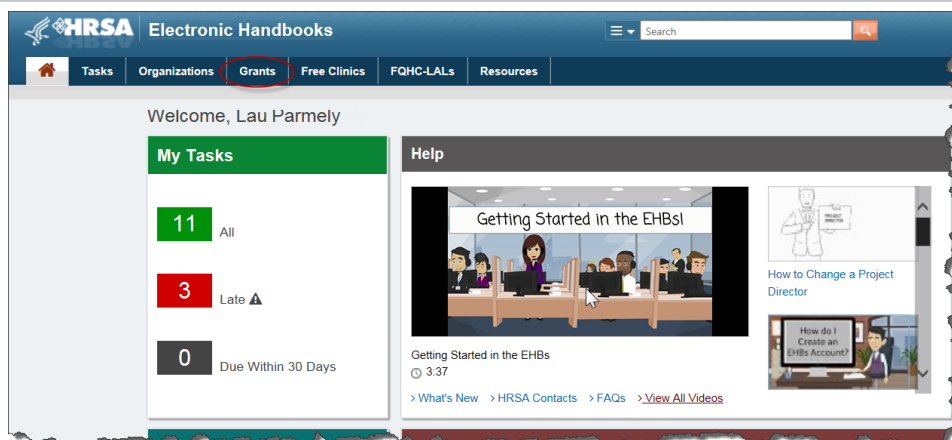
- [Overview](#)
- [Download and Print Documents](#)
- [The Grant Documents Views](#)
  - [Select Documents to Download Page](#)
  - [Download Documents Page](#)

Click below for Download and Print Documents Video!



## Download and Print Documents

1. Logging into EHBs.



2. Select 'Grants' from the EHBs top navigation bar. The view shows a list of all the Grants that you can access.

The screenshot shows the 'My Grant Portfolio - List' page. The top navigation bar includes 'Tasks', 'Organizations', 'Grants', 'Free Clinics', 'FQHC-LALs', and 'Resources'. The 'Grants' tab is selected. Below the navigation bar, there is a breadcrumb trail: 'You are here: Home > Grants > Browse'. The main heading is 'My Grant Portfolio - List'. Below this, there is a sub-heading 'Add Grant To Portfolio'. The page displays two tabs: 'My Grant Portfolio (1)' and 'My Grant Access Requests (0)'. The 'My Grant Portfolio (1)' tab is active. Below the tabs, there is a search bar and a 'Detailed View' link. The main content area shows a table with the following columns: Grant Number, Organization Name, Current Budget Period, Current Project Period End Date, CRS-EIN, Grant Role, Grant Active, Last Award Issue Date, and Options. The table contains one row of data for grant H80CS00903. A red circle highlights the 'Grant Folder' dropdown menu in the Options column.

Grant Number	Organization Name	Current Budget Period	Current Project Period End Date	CRS-EIN	Grant Role	Grant Active	Last Award Issue Date	Options
H80CS00903	TRIBUNE HELMSLEY HEALTH CARE AUTHORITY, WV	02/01/2017-01/31/2018	01/31/2018	1476080905A1	PD, FRA	Yes	08/09/2017	Grant Folder

3. In the Grant home page, under the section labeled, 'Others' you will find 2 links, 'Select Documents to Download' and 'Download Documents'.

The screenshot shows the 'Grant Home' page. The left sidebar contains 'ALL FUNCTIONS' and 'Grant Overview'. The 'Grant Overview' section is expanded, showing 'Grant Home', 'Award History', 'Users', and 'Approved Scope'. The main content area is titled 'Grant Home' and includes sections for 'Submissions', 'Requests', 'Users', and 'Others'. The 'Others' section contains links for 'FTCA Program', 'HRSA Accreditation/PCMH Initiative', 'Project Work Plan', 'Select Documents to Download', and 'Download Documents'. A red circle highlights the 'Select Documents to Download' link.

**Submissions**

- Work on Financial Report
- Work on Progress Report
- Performance Report
- Work on My NCC Report
- Work on Other Submissions

**Requests**

- Applications
- Existing Prior Approvals
- Request New Prior Approval
- Existing H80 Health Center CIS
- Request New H80 Health Center CIS
- Legacy H80 Health Center CIS

**Users**

- Approve Requests
- Update Privileges
- Authorize New

**Others**

- FTCA Program
- HRSA Accreditation/PCMH Initiative
- Project Work Plan
- Select Documents to Download
- Download Documents

4. Go to the 'Select Document s to Download' view. Here you will see the documents related to your Grant.

The documents are grouped by Applications, Awards, and Submissions.

**Grant Documents**

(i) You can download select documents such as Applications, Awards, and Submissions from one common location. Click here for an overview [🔗](#) (+ View More)

▶ H80CS00903 : HEALTH CARE AUTHORITY, EBENSBURG, WV

Search | Saved Searches ▼

This page: [Select all](#) [Unselect all](#) 0 Items Selected [Group Action Menu \(?\)](#)

Page size: 15 Go 205 items in 14 page(s)

Select / Unselect	Document Type	Reference #	Last Update Date	Description	Attachment Type
<input type="checkbox"/>	Application	67844	8/3/2009	Competing Continuation; Grant; Application5161; PP: 02/01/2002 - 01/31/2015	Attachment 9 ( FINAL ATTACHMENT 9-Articles of Inc.pdf)
<input type="checkbox"/>	Application	18038	9/3/2004	Competing Continuation; Grant; Application5161; PP: 02/01/2002 - 01/31/2010	Paper Application ( 18038(70190).pdf)
<input type="checkbox"/>	Award NoA	5 H80CS00903-06-00	3/22/2012	Noncompeting continuation; Noncompeting continuation; BP: 02/01/2007 - 01/31/2008	NoA PDF ( NGA.PDF)
<input type="checkbox"/>	Award NoA	6 H80CS00903-06-01	3/22/2012	Administrative action with or without funds; Other admin changes; BP: 02/01/2007 - 01/31/2008	NoA PDF ( NGA.PDF)
<input type="checkbox"/>	Submission	101058	10/24/2012	Noncompeting Continuation; Grant; ProgressReportSFPPR; BP: 02/01/2013 - 01/31/2014	Attachment 5 ( ATTACHMENT 5 - Job Descriptions (2).doc)
<input type="checkbox"/>	Submission	101058	10/24/2012	Noncompeting Continuation; Grant; ProgressReportSFPPR; BP: 02/01/2013 - 01/31/2014	Attachment 7 ( ATTACHMENT 7-Contracts and Agreements (2).doc)

5. Select one or more documents that you want to print from 'Select Document s to Download'.

This page: [Select all](#) [Unselect all](#) 2 Items Selected [View All](#) [Group Action Menu \(?\)](#)

Sort Expression: Document Type ASC (x) (x Clear All)

Page size: 15 Go 2 items in 1 page(s)

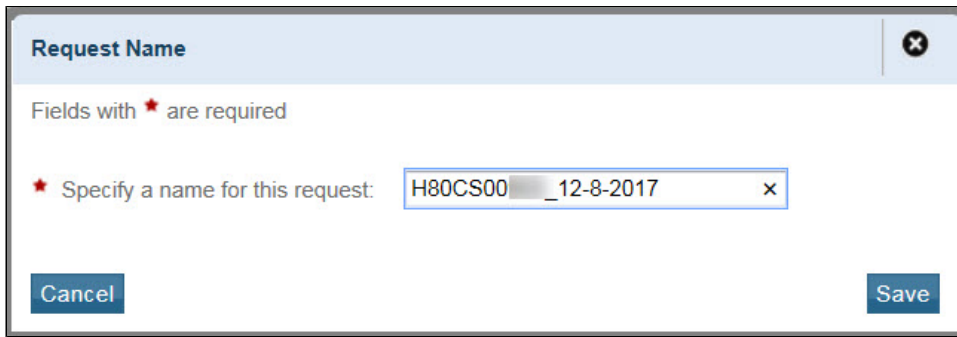
Select / Unselect	Document Type	Reference #	Last Update Date	Description	Attachment Type
<input checked="" type="checkbox"/>	Application	18038	9/3/2004	Competing Continuation; Grant; Application5161; PP: 02/01/2002 - 01/31/2010	Paper Application ( 18038 (70190).pdf)
<input checked="" type="checkbox"/>	Submission	101058	10/24/2012	Noncompeting Continuation; Grant; ProgressReportSFPPR; BP: 02/01/2013 - 01/31/2014	Attachment 5 ( ATTACHMENT 5 - Job Descriptions (2).doc)

Page size: 15 Go 2 items in 1 page(s)

This page: [Select all](#) [Unselect all](#) 2 Items Selected [View All](#) [Group Action Menu \(?\)](#)

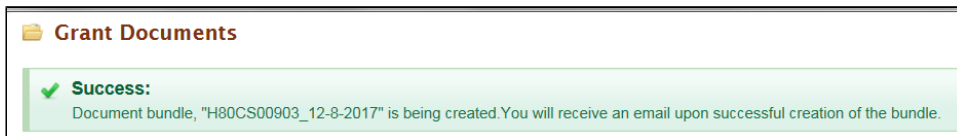
[Close Window](#) [Request Files](#)

6. In the 'Request Name' popup, you will see a default file name. You can change this to any name you prefer.



A 'Request Name' popup dialog box with a close button (X) in the top right corner. Below the title bar, it says 'Fields with \* are required'. There is a red asterisk icon followed by the text 'Specify a name for this request:'. To the right of this text is a text input field containing 'H80CS00' followed by a greyed-out field and then '\_12-8-2017'. At the bottom left is a 'Cancel' button and at the bottom right is a 'Save' button.

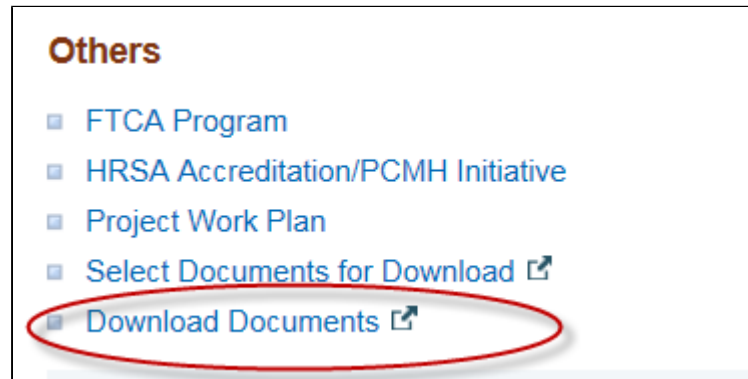
7. You will see a confirmation message.



A 'Grant Documents' section with a folder icon. Below it is a green success message box with a checkmark icon. The text inside the box reads: 'Success: Document bundle, "H80CS00903\_12-8-2017" is being created. You will receive an email upon successful creation of the bundle.'


EHBS will send you an email when the print package is ready.

8. In the Grant home page, select the **Download Documents** link.





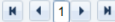
An 'Others' section on a Grant home page. It contains a list of links: 'FTCA Program', 'HRSA Accreditation/PCMH Initiative', 'Project Work Plan', 'Select Documents for Download' (with an external link icon), and 'Download Documents' (with an external link icon). The 'Download Documents' link is circled in red.

9. In the Download Documents list view, select your document package and download as PDF or Zip file.





 **Download Documents - List**

Note(s):  
Files will be available for 30 days from the request date.

 Search |  Saved Searches ▾

 Page size: 15 ▾ Go


5 items in 1 page(s)


Request Name	Grant Number	Grantee Name, City, State	Tracking Number	Document Requested On	Options
H80CS00903_12-8-2017	H80CS00903	TRIBUNE HELMSLEY HEALTH CARE AUTHORITY, EBENSBURG, WV	000323	12/8/2017 3:28 PM	 Download ZIP ▾
Test-Applic-141217-H80CS00903_11-21-2017	H80CS00903	TRIBUNE HELMSLEY HEALTH CARE AUTHORITY, EBENSBURG, WV	000262	11/21/2017 3:37 PM	 Download ZIP ▾
Test-131970-H80CS00903_11-21-2017	H80CS00903	TRIBUNE HELMSLEY HEALTH CARE AUTHORITY, EBENSBURG, WV	000261	11/21/2017 3:36 PM	 Download ZIP ▾
Test-4-Applic-H80CS00903_11-21-2017	H80CS00903	TRIBUNE HELMSLEY HEALTH CARE AUTHORITY, EBENSBURG, WV	000259	11/21/2017 3:35 PM	 Download ZIP ▾

## The Grant Documents Views



### Select Documents to Download Page

The available Grant related documents will be listed under 'Select Documents to Download' and grouped under Applications, Award NoA, Award Attachments, and Submissions.

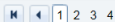
 **Grant Documents**

You can download select documents such as Applications, Awards, and Submissions from one common location. Click here for an overview  (+ View More)

H80CS00903 : HEALTH CARE AUTHORITY, EBENSBURG, WV

 Search |  Saved Searches ▾

This page: Select all Unselect all 0 Items Selected Group Action Menu (?)

 Page size: 15 ▾ Go


205 items in 14 page(s)


Select / Unselect	Document Type	Reference #	Last Update Date	Description	Attachment Type
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<input type="checkbox"/>	Award NoA	5 H80CS00903-06-00	3/22/2012	Noncompeting continuation; Noncompeting continuation; BP: 02/01/2007 - 01/31/2008	NoA PDF ( NGA.PDF)
<input type="checkbox"/>	Award NoA	6 H80CS00903-06-01	3/22/2012	Administrative action with or without funds; Other admin changes; BP: 02/01/2007 - 01/31/2008	NoA PDF ( NGA.PDF)
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<input type="checkbox"/>	Submission	101058	10/24/2012	Noncompeting Continuation; Grant; ProgressReportSFPPR; BP: 02/01/2013 - 01/31/2014	Attachment 7 ( ATTACHMENT 7-Contracts and Agreements (2).doc)



You can use search and filter options to refine the results. For example, you can refine the list to show only documents updated in the year 2017, by filtering on 2017 in the 'Last Updated Date' column.

The columns 'Description' and 'Attachment Type' offer additional capabilities to refine your search results. For example, you could filter for only MS-Word files by entering '.doc' in the Attachment Type column filter.





All the document packages you requested will be available in this view. A document package will be retained for 30 days. You can download the documents as PDF files or download them as a Zip package. The Zip version will retain the files in their source format.

 **Download Documents - List**

 **Note(s):**  
Files will be available for 30 days from the request date.

 Search |  Saved Searches ▾

Page size: 15 ▾ Go 5 items in 1 page(s)

Request Name	Grant Number	Grantee Name, City, State	Tracking Number	Document Requested On	Options
H80CS00903_12-8-2017	H80CS00903	TRIBUNE HELMSLEY HEALTH CARE AUTHORITY, EBENSBURG, WV	000323	12/8/2017 3:28 PM	 Download ZIP ▾
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Test-4-Applic-H80CS00903_11-21-2017	H80CS00903	TRIBUNE HELMSLEY HEALTH CARE AUTHORITY, EBENSBURG, WV	000259	11/21/2017 3:35 PM	 Download ZIP ▾